DOCUMENT CONTROL

The QSI System for Document Control provides all the templates and examples needed to complete a well structured Quality Manual and to create Procedures, Work Instructions, Specifications, Quality Plans and Process Description documents. Features include multi-level access security, electronic signatures, revision control and automated document status updates. Document review and approval workflow across the network can be either sequential or parallel. Activities associated with every document are automatically recorded in the history section. Document archiving is automatic.

OPERATIONAL CONTROLS

For maximum efficiency QSI software provides controls for every aspect of the operation, including: electronic signatures with up to two back-up approver selections for each approver, customer definable numbering options, automated alpha or numeric choice for versioning, user definable text headers for all documents, document review and audit scheduling, automated status tracking of each document, and templates for Procedures, Work Instructions, Process Descriptions, Specifications and Quality Plans.

PROCESS CONTROLS

Beyond operational controls, controls are in place to monitor the process of tasks. Back-up approvers receive automatic notification when documents are not approved by primary approvers within a user definable time period. Missed deadlines for document approvals, document change requests and document audits can be escalated to up to three levels of management. There are automatic electronic notifications and distribution of documents upon approval. The controls provide reviews and predefined document audits with automatic notification to document owners of impending audit dates, user definable release scheduling of approved documents to allow for training, and automatic updating of training records prior to document release. For multi-site installations, duplicate document numbering alerts are sent. To ensure accuracy, final approval messages are sent with "comments" capability and
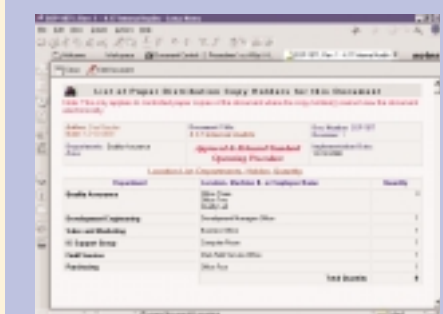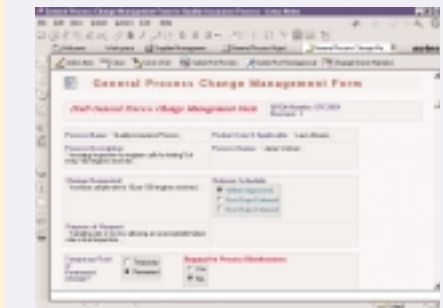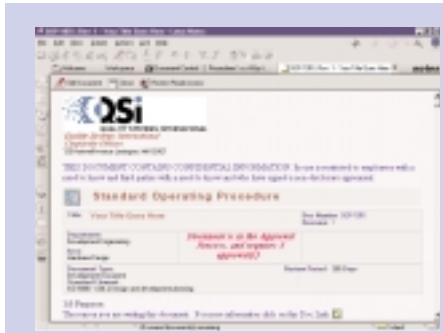
there is an option to notify associated (linked) document owners of changes or new releases. The system allows users to display all documents associated with each individual document for easy access and management.

SECURITY CONTROLS

These controls provide selectable approver allowances with 7 levels of database security. Process security prevents documents from being modified in the final approval process. There is selective read access restriction on a per document basis, and if a document is edited, there is an automatic status change alert.

PROCESS WORKFLOW

There is a choice of two approval processes, review and final approval. With this flexible workflow, serial or parallel approval is selectable for each document. Upon final approval documents automatically move and replace earlier versions in the Released Documents data base. Every released document is automatically archived and stored. Users can define the release of approved documents to allow for training.
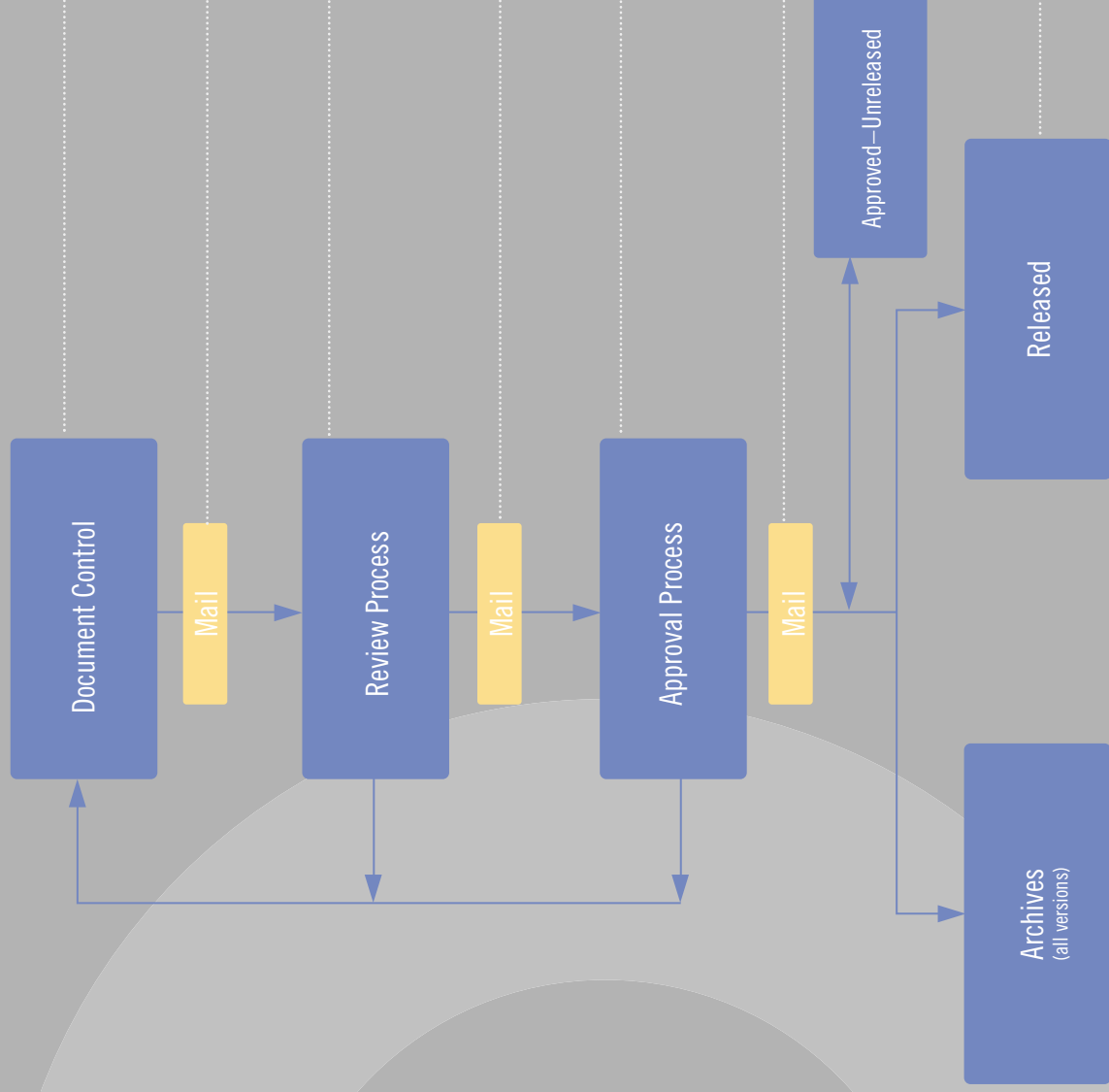

> " ...Implementing a robust Document Control system for our ISO 9001 certification process would have been extremely difficult without using System 9000. In fact, we have also implemented the ISO 14000 and QS 9000 options... With all the benefits that we have gained from the use of System 9000, we are definitely strong advocates of this system. "
>
> **Jerome Lofton, Jr.,** Motorola Energy Systems Group

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QSi SYSTEM
FOR DOCUMENT CONTROL

QSi System for Document Control

DOCUMENT CONTROL
Create new documents or modify existing ones.

Select: document type, numbering system, audit period, release schedule, serial or parallel workflow, send for review on final approval, approver allowances, standard or customer specific form layouts.

MAIL
When a document is sent for review all reviewers are automatically notified.

REVIEW PROCESS
An optional review process allows reviewers to approve documents or disapprove with recommendations.
A signature countdown is maintained and messages are automatically sent to reviewers and authors for each approval or disapproval.

MAIL
When a document is sent for final approval, all approvers are automatically notified.

APPROVAL PROCESS
During the approval process documents cannot be edited, but may be approved or disapproved with comments to the author.
Document status is automatically tracked and a signature countdown is maintained.

MAIL
Once approved all members of the distribution list are automatically notified.

APPROVED—UNRELEASED
A holding area is provided for documents with a delayed release date to allow for document training prior to release.
Automatic messages are sent to those employees requiring training.
The Approved-Unreleased Documents database requires interaction with the Employee Training database.

RELEASED
The latest release automatically replaces the previous version.

ARCHIVES
Contains copies of all approved and released versions of all documents.

Document Control → Mail → Review Process → Mail → Approval Process → Mail → Approved—Unreleased → Released

Archives (all versions)